

**Year 2012
Reserve Study & Maintenance Plan
Ball Parc American Condominium
Portland Oregon**

PREPARED BY

Regenesis

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November 27, 2011

Tim Benintendi tim@affinitygrouporegon.com

RE: **Ball Parc American Condominium**

Enclosed is the Reserve Study & Maintenance Plan Update you requested.

Type of Reserve Study Performed (in bold).

- Level I: Full reserve study with site inspection
- Level II: Reserve study update with site inspection
- Level III: Reserve study update with no site inspection**

Reserve Fund Balance: Effective January 1, 2012:

Actual Starting Balance	\$ 75,975
Ideal Starting Balance	\$181,766

Percent Funded. A key indicator of a homeowner association's reserve funding health. 100% Funded is ideal. To determine the current Percent Funded, the Actual Starting Balance is divided by the Ideal Starting Balance. Based on this formula, reserves are currently **41% Funded**. (0-35%=Weak; 36-70%=Fair; 71-100%=Strong). The proposed Funding Plan will adjust Annual Contributions to move this level toward the 100% Funded ideal in 10 years.

Recommended Contribution to Reserves. The Funding Plan anticipates future costs to avoid special assessments. To achieve this goal, a 2012 contribution of **\$42,852** is recommended.

Investment Rate. The Reserve Study allows informed long range investment planning. A **0%** yield is projected based on current investments. Investing in the higher yielding and insured investments can reduce owner contributions. See www.bankrate.com for local investment options.

Inflation Rate. **2.85%** was used based on the most recent 12 month average published by www.inflationdata.com/inflation/Inflation_Rate/CurrentInflation.asp

Tax Rate. **30%** was used based on using a Federal Tax Form 1120H versus Tax Form 1120 which carries a 15% tax rate. Form 1120 is more complicated than 1120H, requirements are more stringent and tax preparers charge more to complete it. However, if interest earnings are high enough, the additional preparation cost is worth it. See your CPA for more information on tax filing options.

Annual Review & Update Service. An annual review and update of the Reserve Study is required by statute and necessary for continued accuracy. A review and update provides a new 30 year projection with current inflation factor, investment rates and any known component cost changes. **You have agreed to a Price Guarantee as follows: 2013 and 2014 No Site Inspection Updates for \$399/year.** Please include the cost in the annual budget.

Innovative Homeowner Association Management Strategies

Regenesis Resources

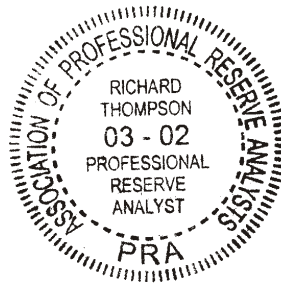
- **The Regenesis Report** (FREE) Monthly newsletter considered to be the best HOA resource available. To subscribe, email info@regenesisis.net.
- www.Regenesisis.net Gold Subscribers enjoy the largest homeowner association information resource on the planet and a personalized Ask the HOA Expert service to address specific issues. *All for only \$99 a year.* To subscribe, go to www.Regenesisis.net and click on [Subscribe Here](#).

It's been my pleasure to provide this valuable financial and maintenance planning information for your homeowners association.

Regards,



Richard L. Thompson PRA
PROFESSIONAL RESERVE ANALYST



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Reserve Study**

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Reserve Study

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METHODOLOGY

Explains the purpose of the reserve study, how the information was gathered and the sources used.

LIMITATIONS & ASSUMPTIONS

Explains what a Reserve Study does and does not do.

WORKSHEET REPORT

Alphabetical listing of the reserve components by type, cost, year put in service, useful life and replacement year

FUNDING PLAN SUMMARY REPORT

- **Percent Funded:** Starting Balance divided by the Ideal Balance
- **Ideal Balance:** Each component is measured, assessed for useful and remaining useful life plus cost of repair or replacement. Based on this analysis, each component should have a certain amount of money set aside as of the year in question. The Ideal Balance is the sum of all these component amounts as adjusted by the inflation factor.
- **Starting Balance:** Reserve funds total at beginning of each year
- **Annual Contribution:** Funds needed to meet the reserve schedule
- **Interest Income:** Yield on invested reserve funds
- **Tax Liability:** Federal taxes owed on investment interest earned

ANNUAL EXPENDITURES REPORT

Chronological repair and replacement schedule

STARTING BALANCE FUNDS DISTRIBUTION

Allocates available funds to the components. If funds are insufficient to fully fund each component, funds are allocated to components that are scheduled to happen sooner.

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Reserve Study Methodology

DEFINITIONS

Reserve Study Identifies the components all or part of which will normally require major maintenance, repair or replacement in more than one and less than thirty years and the cost of repair or replacement of each at recommended intervals.

RESERVE STUDY CRITERIA

1. Identify current reserve funds balance
2. Identify components to be included
3. Establish reasonable life of each component
4. Establish remaining life of each component
5. Estimate replacement or repair cost of each component
6. Assemble data in Reserve Study
7. Generate Reserve Funding Plan.

FUNDING PLAN CRITERIA

The Funding Plan goal is to reach 100% Funding of the Ideal Balance during the life of the study period. If reserves are initially severely underfunded, the Funding Plan accelerates quickly to address immediate cash needs but then eases into a gradual annual increase. Due to cash inflows and outflows, the plan rarely hits 100% exactly but hovers below or over that mark.

The Funding Plan charts the annual beginning balance, yearly expenditures, contribution requirements and ending balance. It factors in interest earned on invested reserve funds, taxes paid on interest earned and area inflation.

SOURCES OF INFORMATION (as applicable):

Original plans and specifications
Original builder and developer
Contractors and vendors
Industry Professionals (engineers, architects, construction managers, etc.)
Board Members
General Members
Property Manager
Resident Manager
Cost Estimating Services

To remain accurate, the Reserve Study must be updated annually.

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Reserve Study Limitations & Assumptions

1. This Reserve Study is intended for the sole use of the Client and is not to be construed as a guarantee, warranty or an opinion on the advisability of purchase.
2. The information provided by this Reserve Study is effective for one year from the completion date of the report. An annual review and update of this Reserve Study is required to adjust known cost changes, to maintain accuracy and is required by state statute.
3. Consultant's financial liability for errors and omissions is limited to the charge made to Client to perform this Reserve Study.
4. The scope of this Reserve Study is expressly limited to the components included.
5. The remaining useful life estimates of this Reserve Study assumes normal weather conditions and does not factor in damage by flood, wind, storm, earthquake or other insurable events. The useful life estimates assume proper construction, installation, design plus adequate preventive maintenance. Improper construction, installation, design or failure to maintain will lead to shortened useful lives.
6. The cost estimates of this Reserve Study are based in current pricing for similar installations and materials and/or based in actual costs paid by Client. Future costs are subject to change according to supply and demand, material costs, effects of inflation and other forces which are not under Consultant's control.
7. The conclusions of this Reserve Study do not involve forensic or destructive testing of the components and were arrived at by either visual inspection and/or information provided by Client.
8. This Reserve Study is not intended to address or discover construction defects, asbestos, mold, water intrusion or lead paint. Client agrees to indemnify, defend and hold Consultant harmless from all related claims.

Item Description	# of Items	Unit	Item Cost	Total Item Cost	Year Built	Useful Life	Year Replace	Life Left	One Time?
Awnings	2	Each	\$ 500.00	\$ 1,000	1996	20	2016	5	No
Carpet - Front Entry Steps	1	Total	\$ 1,500.00	\$ 1,500	1996	20	2016	5	No
Carpet - Hall & Stairwell	970	Sq.Yd.	\$ 27.00	\$ 26,190	1996	20	2016	5	No
Chimney Caps	9	Each	\$ 350.00	\$ 3,150	1991	20	2011	0	No
Dry Standpipe Test	1	Total	\$ 1,400.00	\$ 1,400	2008	5	2013	2	No
Comments: Required test performed by Basic Fire.									
Elevator Equipment Overhaul	1	Total	\$ 20,000.00	\$ 20,000	2006	20	2026	15	No
Comments: The budget for the next cycle is based on the cost of a nominal upgrade.									
2006: Elevator equipment received a major overhaull which included:									
1. Modernization upgrade to comply with City of Portland safety code ANSI/ASME A17.3. Work performed by Centric Elevator, Phone 503.234.0561									
\$57453									
2. Additional electrical work was required on the elevator which was performed by Three Phase Electric, Phone 503.557.1604									
3582									
3. Elevator recall Fire Alarm System was installed by Action Technnolgoy Systems, Phone 503.231.1992									
6928									
Total									
\$67963									
Elevator-Refurbish Cab Interior	1	Total	\$ 1,500.00	\$ 1,500	2006	10	2016	5	No
Elevator-Tiller Rope	1	Total	\$ 1,500.00	\$ 1,500	2009	30	2039	28	No
Energy Efficiency & Improvement Fund	1	Total	\$ 6,000.00	\$ 6,000	2007	4	2011	0	No
Exit Signs-Battery Replacement	24	Each	\$ 21.83	\$ 524	2008	8	2016	5	No
Fence - Wood - Good Neighbor	155	Ln.Ft.	\$ 25.00	\$ 3,875	1996	20	2016	5	No
Fire & Safety Improvement Fund	1	Total	\$ 10,000.00	\$ 10,000	2007	6	2013	2	No
Hallway-Woodwork-Refinish	1	Total	\$ 10,000.00	\$ 10,000	1996	20	2016	5	No
Hardwood Floor-Refinish	1	Total	\$ 3,000.00	\$ 3,000	1996	20	2016	5	No
HVAC-Steam Boiler	1	Each	\$ 25,000.00	\$ 25,000	1988	35	2023	12	No

Item Description	# of Items	Unit	Item Cost	Total Item Cost	Year Built	Useful Life	Year Replace	Life Left	One Time?
Comments: Per proposal by Larry & Chuck's Heating when they replaced the boiler in 1988: Remove and replace:									
1. Burnham Model #PF 511-SF-60 Steam Boiler									
2. Power Flame C2-Go-20A Gas/Oil Burner									
3. Steam piping									
4. Venting									
5. Gas piping									
6. Sterling 45 gallon condensate pump set									
Intercom System	1	Total	\$ 3,000.00	\$ 3,000	1996	20	2016	5	No
Comments: Remove and replace; Proposal by Justice Communication for Centex Horizon 40 system									
Lighting-Exterior-Pagoda	12	Fixtures	\$ 50.00	\$ 600	2004	10	2014	3	No
Comments: Remove and replace entry walkway lighting									
Lobby Floor-Polish & Seal	1	Total	\$ 1,100.00	\$ 1,100	2008	5	2013	2	No
Paint-Exterior	1	Total	\$ 36,000.00	\$ 36,000	2010	6	2016	5	No
Paint-Interior-Hallway Walls & Ceilings-Floors 1-6	1	Total	\$ 25,800.00	\$ 25,800	2006	10	2016	5	No
Comments: Cost based on actual. Includes west and main stairwells.									
Paving-Asphalt-Overlay-Phase 1	2,000	Sq.Ft.	\$ 1.50	\$ 3,000	1996	25	2021	10	No
Paving-Asphalt-Overlay-Phase 2	3,100	Sq.Ft.	\$ 1.50	\$ 4,650	1986	25	2011	0	No
Paving-Asphalt-Sealcoat & Restripe	5,100	Sq.Ft.	\$ 0.25	\$ 1,275	2006	5	2011	0	No
Plumbing Renovation	1	Total	\$ 15,000.00	\$ 15,000	2008	6	2014	3	Yes
Comments: In 2014, change to three year cycle. Use this fund to repair pipes as needed. Note: In 2008, a large sewage plumbing project was conducted under the west side storage area using these expenditures. Due to the cost of the project surpassing the original allocation of \$15,000, the HOA suspended the fund expenditure allocation for 2011. In 2014 the fund expenditure is scheduled to be reallocated reoccurring every 3 years.									
Roof-Flat-Builtup	8,900	Sq.Ft.	\$ 3.27	\$ 29,103	1995	20	2015	4	No
Comments: 8900 sf of builtup roofing with mineral capsheet. Installed by ABC Roofing Company Ph 503.786.0616; Has 10 year manufacturer's material warranty.									
2006: Work performed by ABC Roofing for \$4200:									
1. Finish out all pipes and penetrations set in mastic only									
2. Reseal all plumbing pipe vents									
3. Remove debris from roof area									
4. Refasten and reseal loose anchor nails at wall									

Item Description	# of Items	Unit	Item Cost	Total Item Cost	Year Built	Useful Life	Year Replace	Life Left	One Time?
Stucco, Brick & Mortar Repair Comments: Include north side of building	1	Total	\$ 50,000.00	\$ 50,000	2010	6	2016	5	No
Ventilating Fans-Roof Mounted Comments: Manufactured by Loren Cook Company - Model 48SS-024040321AA	7	Fixtures	\$ 300.00	\$ 2,100	1996	20	2016	5	No
Water Heater-Gas-#1 Comments: Replaced by D&F Plumbing Phone 503.282.0993	1	Fixtures	\$ 5,275.00	\$ 5,275	2005	15	2020	9	No
Water Heater-Gas-#2	1	Fixtures	\$ 5,275.00	\$ 5,275	1990	21	2011	0	No

Number of Items = 29

November 27, 2011

Annual Expenditures

Ball Parc American Condominium

Year	Amount	Item Description
	1,440	Dry Standpipe Test
	10,285	Fire & Safety Improvement Fund
	1,131	Lobby Floor-Polish & Seal
2013	12,856	
	635	Lighting-Exterior-Pagoda
	15,867	Plumbing Renovation
2014	16,502	
	6,528	Energy Efficiency & Improvement Fund
	31,663	Roof-Flat-Builtup
2015	38,191	
	1,119	Awnings
	1,678	Carpet - Front Entry Steps
	29,306	Carpet - Hall & Stairwell
	1,678	Elevator-Refurbish Cab Interior
	586	Exit Signs-Battery Replacement
	4,336	Fence - Wood - Good Neighbor
	11,190	Hallway-Woodwork-Refinish
	3,357	Hardwood Floor-Refinish
	3,357	Intercom System
	40,283	Paint-Exterior
	28,869	Paint-Interior-Hallway Walls & Ceilings-Floors 1-6
	1,427	Paving-Asphalt-Sealcoat & Restripe
	55,948	Stucco, Brick & Mortar Repair
	2,350	Ventilating Fans-Roof Mounted
2016	185,484	
	1,657	Dry Standpipe Test
	1,302	Lobby Floor-Polish & Seal
2018	2,959	
	7,304	Energy Efficiency & Improvement Fund
	12,174	Fire & Safety Improvement Fund
2019	19,478	
	6,605	Water Heater-Gas-#1
2020	6,605	
	3,863	Paving-Asphalt-Overlay-Phase 1
	1,642	Paving-Asphalt-Sealcoat & Restripe
2021	5,505	

Year	Amount	Item Description
	47,681	Paint-Exterior
	66,224	Stucco, Brick & Mortar Repair
2022	113,905	
	1,907	Dry Standpipe Test
	8,173	Energy Efficiency & Improvement Fund
	34,056	HVAC-Steam Boiler
	1,498	Lobby Floor-Polish & Seal
2023	45,634	
	734	Exit Signs-Battery Replacement
	841	Lighting-Exterior-Pagoda
2024	1,575	
	14,410	Fire & Safety Improvement Fund
2025	14,410	
	29,641	Elevator Equipment Overhaul
	2,223	Elevator-Refurbish Cab Interior
	38,237	Paint-Interior-Hallway Walls & Ceilings-Floors 1-6
	1,890	Paving-Asphalt-Sealcoat & Restripe
2026	71,990	
	9,146	Energy Efficiency & Improvement Fund
2027	9,146	
	2,195	Dry Standpipe Test
	1,724	Lobby Floor-Polish & Seal
	56,438	Paint-Exterior
	78,386	Stucco, Brick & Mortar Repair
2028	138,743	
	5,373	Chimney Caps
	10,234	Energy Efficiency & Improvement Fund
	17,056	Fire & Safety Improvement Fund
	2,175	Paving-Asphalt-Sealcoat & Restripe
2031	34,837	
	919	Exit Signs-Battery Replacement
	9,254	Water Heater-Gas-#2
2032	10,173	
	2,526	Dry Standpipe Test
	1,985	Lobby Floor-Polish & Seal
2033	4,511	

Year	Amount	Item Description
	1,113	Lighting-Exterior-Pagoda
	66,803	Paint-Exterior
	92,782	Stucco, Brick & Mortar Repair
2034	160,699	
	11,451	Energy Efficiency & Improvement Fund
	55,544	Roof-Flat-Builtup
	10,067	Water Heater-Gas-#1
2035	77,063	
	1,963	Awnings
	2,944	Carpet - Front Entry Steps
	51,409	Carpet - Hall & Stairwell
	2,944	Elevator-Refurbish Cab Interior
	7,606	Fence - Wood - Good Neighbor
	19,629	Hallway-Woodwork-Refinish
	5,889	Hardwood Floor-Refinish
	5,889	Intercom System
	50,643	Paint-Interior-Hallway Walls & Ceilings-Floors 1-6
	9,128	Paving-Asphalt-Overlay-Phase 2
	2,503	Paving-Asphalt-Sealcoat & Restripe
	4,122	Ventilating Fans-Roof Mounted
2036	164,670	
	20,189	Fire & Safety Improvement Fund
2037	20,189	
	2,907	Dry Standpipe Test
	2,284	Lobby Floor-Polish & Seal
2038	5,191	
	3,203	Elevator-Tiller Rope
	12,813	Energy Efficiency & Improvement Fund
2039	16,017	
	1,151	Exit Signs-Battery Replacement
	79,072	Paint-Exterior
	109,822	Stucco, Brick & Mortar Repair
2040	190,045	
	2,880	Paving-Asphalt-Sealcoat & Restripe
2041	2,880	
Total	1,369,256	

Item Description	Useful Life	Life Left	Year Replace	Total Item Cost	Ideal Balance	Actual Balance
Awnings	20	5	2016	\$ 1,000	\$ 800	\$ 800
Carpet - Front Entry Steps	20	5	2016	\$ 1,500	\$ 1,200	\$ 1,200
Carpet - Hall & Stairwell	20	5	2016	\$ 26,190	\$ 20,952	\$ -
Chimney Caps	20	0	2011	\$ 3,150	\$ 3,308	\$ 3,308
Dry Standpipe Test	5	2	2013	\$ 1,400	\$ 1,120	\$ 1,120
Elevator Equipment Overhaul	20	15	2026	\$ 20,000	\$ 6,000	\$ -
Elevator-Refurbish Cab Interior	10	5	2016	\$ 1,500	\$ 900	\$ 900
Elevator-Tiller Rope	30	28	2039	\$ 1,500	\$ 150	\$ -
Energy Efficiency & Improvement Fund	4	0	2011	\$ 6,000	\$ 7,500	\$ 8,380
Exit Signs-Battery Replacement	8	5	2016	\$ 524	\$ 262	\$ 262
Fence - Wood - Good Neighbor	20	5	2016	\$ 3,875	\$ 3,100	\$ -
Fire & Safety Improvement Fund	6	2	2013	\$ 10,000	\$ 8,333	\$ 8,333
Hallway-Woodwork-Refinish	20	5	2016	\$ 10,000	\$ 8,000	\$ -
Hardwood Floor-Refinish	20	5	2016	\$ 3,000	\$ 2,400	\$ 2,400
HVAC-Steam Boiler	35	12	2023	\$ 25,000	\$ 17,143	\$ -
Intercom System	20	5	2016	\$ 3,000	\$ 2,400	\$ 482
Lighting-Exterior-Pagoda	10	3	2014	\$ 600	\$ 480	\$ 480
Lobby Floor-Polish & Seal	5	2	2013	\$ 1,100	\$ 880	\$ 8,380
Paint-Exterior	6	5	2016	\$ 36,000	\$ 12,000	\$ -
Paint-Interior-Hallway Walls & Ceilings-Floors 1-6	10	5	2016	\$ 25,800	\$ 15,480	\$ -
Paving-Asphalt-Overlay-Phase 1	25	10	2021	\$ 3,000	\$ 1,920	\$ -
Paving-Asphalt-Overlay-Phase 2	25	0	2011	\$ 4,650	\$ 4,836	\$ 4,836
Paving-Asphalt-Sealcoat & Restripe	5	0	2011	\$ 1,275	\$ 1,530	\$ 1,530
Plumbing Renovation	6	3	2014	\$ 15,000	\$ 10,000	\$ 10,000
Roof-Flat-Builtup	20	4	2015	\$ 29,103	\$ 24,738	\$ 24,738
Stucco, Brick & Mortar Repair	6	5	2016	\$ 50,000	\$ 16,667	\$ -
Ventilating Fans-Roof Mounted	20	5	2016	\$ 2,100	\$ 1,680	\$ 1,680
Water Heater-Gas-#1	15	9	2020	\$ 5,275	\$ 2,462	\$ -
Water Heater-Gas-#2	21	0	2011	\$ 5,275	\$ 5,526	\$ 5,526
				\$ 296,817	\$ 181,766	\$ 84,355

Investment Rate 0.00%
Tax Rate 30.00%
Inflation Rate 2.85%
Contingency Rate 0.00%

Contingency \$ - \$ -
Total \$ 181,766 \$ 84,355

**Year 2012
Maintenance Plan**

**Ball Parc American Condominium
Portland Oregon**

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Maintenance Plan for Ball Parc American Condominium

The proper care and maintenance of substantial assets have been entrusted to the homeowner association. The key to any effective Maintenance Plan is consistency and expertise. The goal of this Maintenance Plan is to provide general information and direction on how to maintain those assets to produce the highest livability and market values for member units. While many specific items are included, the list is not exhaustive and some issues may develop over time which should be added to the Plan.

Many building and grounds components require specific maintenance to ensure their proper function. Many of the tasks are suitable only to trained professionals with a thorough understanding of the systems. It is highly recommended that only licensed, bonded and insured workman with the training, knowledge, tools and equipment to handle the maintenance of those systems or components be used to ensure highest service quality.

The Maintenance Plan is divided into two parts: **Annual Maintenance** and **Reserve Repairs & Replacements**. The first deals with annual tasks while the second deals with cyclical tasks. Close attention to both are required to achieve the desired results.

Annual Maintenance

The following tasks should be performed on according to a regular and adequate schedule as preventive maintenance:

General Repairs The Operating Budget should provide money to handle various minor repairs like paint touchup, recaulking, minor electrical, plumbing and roof repairs. Various non-emergency repair requests should be grouped together so work can be handled cost effectively.

Landscape-Maintenance Landscaping is an extremely important aspect of livability and market value. Having a contractor that is competent and regularly attending to the landscaping is the proper approach. When the contractor completes work, a job slip should be left with a designated Committee member so the work can be reviewed. If there are deficiencies, the contractor should be notified immediately. If the contractor is consistently unresponsive or the quality of work deficient, a change in contractors is indicated. For details on landscape maintenance, refer to the landscape contractor's agreement.

Lights-Exterior For appearance and security, all exterior light fixtures should be in good working order. Repair fixture or replace bulbs as needed.

Pressure Washing Each year, selected areas of asphalt and concrete sidewalks and steps should be pressure washed to remove oil spots, algae and moss which could cause slipping hazards.

Roof & Gutter Maintenance To ensure the roof lasts its normal useful life:

1. The roof must be kept clean of moss and algae. As needed, apply moss killer and clear moss away when it is dead and dry.
2. Missing shingles and flashing should be replaced as soon as possible to prevent water intrusion.

Keeping gutters and downspouts running clear is extremely important to prevent damage to the paint, siding and landscaping. Perform at least twice per year, in the fall just prior to winter rains and again in the spring after winter rains have passed.

Water Intrusion Repairs A knowledgeable building envelope contractor should inspect the buildings for sources of potential water intrusion, like missing flashing, failed caulking or negative drainage which directs water toward the building. Take appropriate corrective action as indicated.

Reserve Repairs & Replacements

The following items should be performed according to the schedule outlined in the Reserve Study:

Carpet-Front Entry Steps Remove and replace with high grade commercial indoor/outdoor carpet.

Concrete Safety Repairs

1. Inspect all common concrete sidewalks and flatwork for tripping hazards of 3/8" or more.
2. Grind down or remove and replace selected sections as needed.

Elevator-Refurbish Cab

1. Renovate or replace elevator cab wall panels, flooring, doors and lighting.
2. Contact elevator maintenance contractor for contractor referrals.

Fence-Wood-Good Neighbor

1. Install 4" x 4" x 8' pressure treated fence posts set a minimum of 18" deep
2. Fill each post hole with one sack of premixed concrete
3. 2" x 4" treated horizontal rails for attaching vertical boards
4. Install 1" x 6" x 6' #1 tight knot cedar board alternating on railings with 1/2" overlap
5. Install 1" x 6" #1 tight knot cedar horizontal boards on top and bottom of vertical overlapping boards
6. Install 2" x 6" #1 tight knot cedar cap rail
7. Use brass screws or cement coated galvanized nails as fasteners

Hallway-Hardwood Floor-Refinish Sand, repair and reseal. Coordinate with carpet replacement.

Hallway-Woodwork-Refinish Sand, repair and reseal.

Landscape Renovation Bushes and plants mature, overgrow their location and die. This

fund is to remove and replace those specimens that need it. It is recommended to use drought and pest resistant native species.

Paint-Exterior Coordinate with Stucco & Brick Mortar Repair

1. Inspect and repair as needed.
2. Power wash all surfaces to remove peeling paint, moss, algae, dirt and other contaminants.
3. Treat areas with mildew with mildewcide.
4. Scrape or wire brush loose paint and prime all bare spots with primer.
5. Remove and/or provide adequate protection for lighting fixtures and other hardware.
6. Mask with tape and paper, cover with plastic tarp or otherwise protect windows, other unpainted surfaces, landscaping and personal property from paint drips and/or overspray.
7. Surface to be painted shall be dry and free of dirt, dust, oils or other contaminants which will prevent adhesion of the coating.
8. Coating shall be applied at a temperature in accordance with manufacturer's specification.
10. Spray and backroll high quality paint or stain product suitable for siding, trim, soffit and fascia according to manufacturer's guidelines.
11. Spray high quality paint or sealer product as applies on exterior doors.
12. Clean up all work related debris and dispose of off site.

Paint-Interior-Walls & Ceilings

1. Inspect and repair walls and ceilings as needed.
2. Clean all surfaces to remove dirt.
3. Remove and/or provide adequate protection for address plates, lighting fixtures and other hardware.
4. Mask with tape and paper, cover with plastic tarp or otherwise protect windows, other unpainted surfaces and personal property from paint drips.
5. Brush or roll on two coats of high quality latex paint to walls and ceilings according to manufacturer's guidelines.
6. Spray high quality oil or latex enamel to painted doors according to manufacturer's guidelines.
7. Clean up all work related debris and dispose of off site.

Paving-Asphalt-Overlay

1. Keep sprinkler system turned off before and throughout process
2. Seal cracks with rubberized sealer
3. Remove and patch crumbled or alligatored areas
4. Apply 2" overlay of new material
5. Apply two coats of emulsified sealcoat 20 gallons per 1000 sf
6. Add 3 lbs of sand per gallon to first coat
7. Apply sealcoat in dry weather only with surface temperature of at least 60 degrees F
8. Allow first coat to dry to touch before applying second coat.
9. Wait 24 hours before driving on
10. Restripe as needed.

Paving-Asphalt-Repair & Sealcoat

1. Keep sprinkler system turned off before and throughout process
2. Thoroughly clean all asphalt surfaces removing moss, algae, oil, dirt, rocks and weeds
3. Seal cracks with rubberized sealer
4. Remove and patch crumbled or alligatored areas
5. Apply two coats of emulsified sealcoat according to the following application rates:
 - a. Smooth surfaces (newer): 20 gallons per 1000 sf
 - b. Medium surfaces (middle age): 30 gallons per 1000 sf
 - c. Rough surfaces (older): 50 gallons per 1000 sf
6. Add 3 lbs of sand per gallon to first coat
7. Apply sealcoat in dry weather only with surface temperature of at least 60 degrees F
8. Allow first coat to dry to touch before applying second coat.
9. Wait 24 hours before driving on

Plumbing Renovation Use this fund to repair plumbing as needed when it fails.

Refinish-Interior-Woodwork Sand, patch and revarnish all hallway trim and doors.

Roof-Gutters & Downspouts Coordinate with Roof-Composition-Asphalt. Remove and replace with comparable material and design.

Stucco & Brick Mortar Repair Coordinate with Paint-Exterior.

1. Inspect all stucco and brick for cracking and failure.
2. Tuckpoint bricks as needed.
3. Repair stucco cracks as needed.